Program Review Meeting – Notes – 2.14.18

#1 - Approved minutes from last meeting

#2 - Results of Survey

* 16 responders, 87% instructional/12% Student Services
* In almost ½ the cases only one person was writing the program review
* Suggestions from Karin to make a Camtasia video about the program review process for this year and embed in the program review page.
* People were neutral on whether they had a chance to discuss/review the Division Summary
* There is still concern about the feedback for the summary.
	+ Give the Deans over winter break – could we have it ready for the January division meeting? Dean present in January division meeting and then post online for comments within a week – then 3 weeks for Dean to finalize by mid-Feb.
	+ Could they have it posted for review at start of Feb and then review at Feb meeting and then revised and turned it at start of march – this is too short for the IPEC members to read in detail for their March Meeting
	+ There is still concern about the how to relate the Division Summary to the writer’s template

#3 2018 Program Review Template – tabled

* Showed mock-up of template – added opt-out option for programs not needing to complete Program Snapshot section. Can do this for 2 years.
* Added box for a program description that can provide context for readers – not same as catalog description
* Added question about the Educational Master Plan
* Keeping Curriculum Review Update (including DE courses)
* Maybe add a suggestions box at the end of the program review template itself
* Change the location of the checkboxes to the top?

#4 Program Review features on website

* Switching the website from Contribute to Omni – next meeting Karin will show some new features

#5 – Division Discussions of IR packets

* Discussion of IR packets in February division – will start with the academic divisions first
* Committee members will lead the division in discussion – ideally be similar across disciplines to create a common tool
	+ Reminder that purpose of the program review is not intended to be comprehensive of all data ~ but an overview of who your students are in general to that would then identify questions that can later be discussed with IR
	+ Someone should take notes
	+ Plan it as a brainstorm session – cannot promise but want to review – can also pass out ½ sheets to capture responses in writing
	+ The discipline packet is based on any student enrolled in a discipline course, not focused on majors in the program
	+ Completion = how many people withdrew vs. people who failed – suggestion
	+ Clarity of terminology is important

#6 – 2018 Division Summary Template - tabled